

Arkansas Department of Career Education

Vocational Rehabilitation Placement Specialist Job Vacancy Announcement

Recruitment Period: Thursday, August 11, 2016 through Thursday, August 25, 2016

Position Number: 22081955 Class Code: M032C Grade: C117

Entry Level Salary: \$32,249.00

The Arkansas Department of Career Education- Rehabilitation Services Division is recruiting for a Vocational Rehabilitation Placement Specialist position. The Vocational Rehabilitation Placement Specialist is responsible for locating employment for disabled clients. This position participates in Job Fairs and various work related conferences to offer services to assist people with disabilities to gain employment. This position is a requirement of RSA. This position is located in the El Dorado Field Office, 708 W. Faulkner St., El Dorado, Arkansas 71730.

Thoroughly read the attached Vocational Rehabilitation Placement Specialist Functional Job Description for qualification requirements, job duties, and responsibilities. This job vacancy is posted on the Arkansas State Jobs website.

Employment Application Procedure

Apply online through the Arkansas State Jobs website at <http://www.arstatejobs.com> . Upload your current resume with your employment application. Each candidate is expected to respond to the position-relevant questions that are posted near the end of the electronic employment application. The hearing impaired may telephone the ADA Relay System at 1-800-285-1121.

Applications and resumes are subject to inspection under the Arkansas Freedom of Information Act. Applications and resumes must be posted on the Arkansas State Jobs website by 11:59 p.m., Thursday, August 25, 2016.

The Arkansas Department of Career Education-Rehabilitation Services Division is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, disability, or political affiliation. Qualified applicants with disabilities may request reasonable accommodation needed to participate in our application process.

Arkansas Department of Career Education

Certified Vocational Rehab Counselor Job Vacancy Announcement

Position Number: 22081955 Class Code: M032C Grade: C117

Position Summary

This Vocational Rehabilitation Placement Specialist is responsible for locating employment for disabled clients. This position participates in Job Fairs and various work related conferences to offer services to assist people with disabilities to gain employment. This position is a requirement of Rehabilitation Services Administration (RSA).

Education and Professional Work Experience

The formal education equivalent of an bachelor's degree in psychology, vocational education, or a related area; plus three years of experience working with the disabled or in a related area. The position needs knowledge of vocational job placement and evaluation; knowledge of business relations; knowledge of bidding procedures and contracts; knowledge of vocational/industrial safety programs. Possess the ability to plan, organize, and oversee the work of others.; ability to prepare, present, and review oral and written information; ability to develop, monitor, and evaluate the effectiveness of vocational programs, job standards, and industrial safety guidelines for the disabled; ability to research laws, regulations, and standards that apply to the disabled. Prefer an individual with Human Resources recruiting or sales/marketing background; ability to obtain successful employment outcomes for clients with disabilities; ability to set goals and achieve results consistently.

Job Duties and Responsibilities

Supervise and coordinate the activities of a small professional staff by interviewing, recommending for hire, making work assignments, and evaluating the performance of incumbents

Administer and score various educational assessment tests and determines vocational placement of clients by matching clients' skills to available jobs

Survey businesses for available jobs, writes bids for work contracts using federal guidelines and time study surveys, and sets up assembly lines for the disabled based on accepted contract specifications

Network with business and civic stakeholders

Contact employers to discuss effectiveness of job and to observe and correct safety standards.

Develop curriculum for vocational programs by determining skills needed for each task to be performed

Maintain documentation concerning clients' behavior, progress, and health problems for annual review and recommends modifications to the clients programs based on progress

Perform other duties as assigned